

# **BUILDING INSPECTOR III**

FLSA Status – Non-Exempt

EEO Code – C/Technicians

Class Code - E320

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## **GENERAL DESCRIPTION OF THE DUTIES**

This position performs inspections of residential and commercial building construction for compliance with Uniform Building Code, other applicable State codes, and City ordinances related to building. The Building Inspector III responds to public inquiries regarding permit processes and requirements. Depending on certifications held by incumbent, emphasis may be in mechanical, structural, plans review, or other specialty area.

## **SUPERVISION RECEIVED**

Works under the general supervision of the Building Official.

## **SUPERVISION EXERCISED**

Supervision is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel on Building Division policies and practices.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties and responsibilities listed should not be construed as all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Inspects material and workmanship of new and remodeled residential and commercial structures for conformance to approved plans, Oregon Structural Specialty Code and City ordinances. Resolves code problems as necessary.
2. Reviews plans for code and ordinance compliance. Recommends appropriate changes based on interpretation of codes and ordinances.
3. Investigates and inspects alleged violations of codes and ordinances; serves stop work orders; and, investigates and reports illegal construction activities.
4. Responds to inquiries from builders, architects, developers and general public regarding permit and building processes, interpretation of codes and ordinances, etc. Assists in making applications and collecting fees.
5. Attends pre-application meetings. Performs site evaluations of existing structures for occupancy classification, code requirements and information required for redevelopment. Recommends changes to expedite review and related construction processes.
6. Prepares reports regarding inspection activities and maintains related records and files.
7. Follows all safety rules and procedures established for work areas.

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## **OTHER JOB FUNCTIONS**

1. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.
2. Maintains work areas in a clean and orderly manner.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

- Thorough knowledge of current commercial, industrial, and residential construction techniques, materials and practices, which are used by the building construction industry;
- Thorough knowledge of construction inspection methods;
- Thorough knowledge of the Oregon Structural Specialty Code, other applicable State codes, and related regulations sufficient to interpret and apply same.
- General computer literacy.

### **Skills**

- Skill in establishing and maintaining effective working relationships with individuals from diverse backgrounds.

### **Ability**

- Ability to communicate effectively with the public, members of outside agencies, and employees.

## **EDUCATION AND EXPERIENCE**

Equivalent to high school plus broad specialized training equal to two years college in Building Technology, and four years building inspection experience, or any satisfactory combination of related experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

## **SPECIAL REQUIREMENTS/LICENSES**

Possession of at least three A-level certifications plus Oregon One & Two Family Plan Review, Mechanical and Structural certifications, and Manufactured Home Installation Certification.

## **DESIRABLE EXPERIENCE, TRAINING AND CERTIFICATIONS**

Possession of Fire and Life Safety, A-level Plumbing or additional related certifications, such as Manufactured Dwelling Park Plans/Construction, Recreation Park and Organizational Camp Plans/Construction.

## **PHYSICAL DEMANDS OF POSITION**

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility under adverse weather conditions and at

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construction sites where work activities may require climbing, stooping, crawling, etc. Duties involve moving materials weighing up to 15 pounds on a regular basis such as files, books, office equipment, etc., and infrequently weighing up to 50 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, and standard office equipment. Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations.

## **WORKING CONDITIONS**

Over 50% of the work period involves outdoor environments while conducting inspections.

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
(Department Director)

Adopted By \_\_\_\_\_ Date \_\_\_\_\_  
(City Manager)

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**Established: 10/94**

**Revised: 05/01**